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BUDGET OFFICE - DISASTER PLAN

SECOND FLOOR, CENTRAL BUILDING

1. CIA Disaster Plan

a. The CIA Disaster Plan provides for safeguarding personnel, classified documents and property in the event of emergencies such as fire, civilian commotion, attempted penetration, natural disaster and others.

b. Operation of control plans is under the direction of the CIA Director of Emergency. Execution is joint; the CIA respective building emergency staffs participating with the support and cooperation of the Metropolitan Police, Fire Department, Military Police and the FBA, in various degrees dependent upon scope of the problems to be faced in individual instances.

2. Budget Office Disaster Plan

a. The Budget Office Disaster Plan is integrated with the overall CIA Plan. The plan will be carried out by the Budget Office Emergency Staff which will have the responsibility for the second floor of the Central Building.

b. The Budget Office Emergency Staff consists of the Head Emergency Officer and his alternates and deputies; Dispatch Officers; Personnel Security and Evacuation Officers; Material Security Officers and a Cordon Control Officer. (See Appendix A)

c. The Budget Officer will designate the Head Emergency Officer. He in turn will appoint his staff chiefs, and Dispatch Officers. Staff chiefs will appoint their associates in coordination with the Head Emergency Officer.

d. Dispatch Officers will serve with the Head Emergency Officer to provide communications facilities in case of switchboard outages.

e. The Personnel Security Officer will be responsible for the security of Budget Office personnel. He will ascertain the best available exit routes during emergencies and will direct the orderly evacuation of personnel, with the aid of his evacuation officer staff. He will also provide for the guarding of all exits until all personnel are safely out.

f. The Evacuation Officers will be responsible to the Personnel Security Officer. They will personally direct the movement of personnel traffic and will perform any other duties as directed by the Personnel Security Officer.

g. The Material Security Officer will be responsible for protecting all classified material and will supervise the removal of classified matter or safes, if appropriate, during emergencies. With the aid of his staff

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associates, he will, (a) confirm that all material has been secured according to plan or special instructions from the Head Emergency Officer; (b) confirm that all exits are barred or guarded; (c) remove whatever classified material is necessary to safer custody; and (d) operate the fire fighting equipment.

h. The Budget Office Cordon Control Officer will be responsible, with the CIA Cordon Control Officers, for manning the focal cordon control point on "E" Street at the main entrance to the North Building. He will serve to identify individuals that desire passage through the control point in order to contact the Budget Office.

i. It is the responsibility of all staff officials to become familiar with the nearest and alternate exits and evacuation routes and also the locations of fire alarms and fire fighting equipment. Material Security Officer must know the location of priority safes and materials in order to direct removal if necessary during emergencies.

3. Execution of Plan - Upon Notice of Emergency during Working Hours

a. Upon receipt of alarm, all telephone lines must be cleared for transmission of emergency orders. Telephones will not be used for any other business purpose not directly concerned with the execution of the CIA Disaster Plan.

b. Dispatch Officers will report to the Budget Office Head Emergency Officer at once for orders; then deliver or confirm instructions to the Personnel Security Officer, the Material Security Officer and the Cordon Control Officer.

c. The Head Emergency Officer assumes charge, issues appropriate orders, and maintains liaison as may be required with the CIA Director of Emergency.

d. Officers-in-charge activate their staffs as applicable and maintain appropriate liaison with the Budget Office Head Emergency Officer.

e. Employees will (1) lock up all classified material; (2) proceed from the building under guidance of Evacuation Officers; and (3) leave the building area at once or stand by as directed by Evacuation Officers.

4. Notice of Emergency - Non-working hours

a. In case of an emergency during non-working hours, staff officers for the Budget Office will be notified to report for duty by the Head Emergency Officer or members of the CIA Director of Emergency's Staff. Staff officers-in-charge will then take appropriate action to contact their associates to the extent required by the nature of the emergency.

b. An Emergency Information Directory, Appendix A, will be distributed to all Budget Office Emergency Staff Officials.

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